

Command Council Meeting Minutes – November 13, 2003

Meeting Minutes
Command Trustee Council Conference Call
November 13, 2003, 2:00 pm
Yolo Bypass Wildlife Area, Davis, Ca

1. Attendees

Charlene Hall	U.S. Fish and Wildlife Service (USFWS)- Primary Representative
Steve Hampton	Calif. Dept. of Fish and Game (CDFG) - Primary Representative
Jennifer Boyce	National Oceanic and Atmospheric Administration (NOAA) - Alternate Representative
Sarah Mongano	California State Lands Commission (CSLC)- Primary Representative
Carolyn Lown	Department of the Interior - Office of the Solicitor (DOI-SOL)
Mark Meier	CLSC – Alternate Representative
Kolleen Bannon	NOAA – NOAA Office of General Counsel

2. Agenda. No agenda provided. Goal of call is to review status of tasks and provide updates on draft restoration plan.

3. Meeting Minutes. Meeting minutes from September 23, 2003, October 14, 2003 and October 31, 2003 were approved (Joanne Kerbavaz approved via email on November 15, 2003).

3. Council Representation. Sarah Mongano (York) has replaced Mark Meier as the primary representative for the CLSC, and Mark will become the new alternate representative. CLSC will send official written notice of this change.

4. Cost Reimbursement Guidelines. The Council approved and adopted the Cost Reimbursement Guidelines (attached) (Joanne Kerbavaz voted via email on November 15, 2003).

5. Restoration Plan and Planning. The council discussed comments on the draft restoration plan. Council discussed timeline and process for publication of restoration plan.

6. To-dos and Next Meeting. Next meeting will be held at the USFWS's Sacramento Field Office on December 9, 2003, from 10:00 am to 4:00 pm. CSLC may not be able to attend the next meeting but gave their proxy vote CDFG, if needed.

To-dos:

- i. CSLC to provide written notice of change of CSLC representation to the council. Mongano

Command Trustee Council
Cost Reimbursement Guidelines
November, 2003

These guidelines provide accounting and reporting procedures to track restoration funds allocated to Trustees for administrative costs related to restoration planning and implementation. Administrative costs related to restoration planning and implementation (hereafter referred to as “administrative costs”) include: (1) the costs of complying with the requirements of the law to conduct a restoration planning and implementation process; (2) the costs associated with developing a restoration plan including Trustee agency costs; and (3) the costs associated with Trustee monitoring and oversight of restoration projects. Accounting for and reporting on restoration contracts is addressed separately, under section IX (B) of the MOU.

Reimbursable administrative costs must be reasonable, necessary and adequately documented. Reimbursable administrative costs include costs associated with preparing for and attending: (a) trustee council meetings; (b) working group meetings; (c) committees formed by the Trustee Council; and/or (d) the cost of any other activities and matters necessary to conduct a restoration planning and implementation process, as authorized by the Command Trustee Memorandum of Understanding (“MOU”)(11/07/2001).

As per section VI of the MOU, the Command Trustee Council may approve an initial upfront allocation of up to \$50,000 per Trustee agency to cover administrative costs related to restoration planning. The MOU provides that use of any such funds must be documented and an accounting provided to the Command Trustee Council. Thereafter, funds may only be disbursed to a Trustee agency pursuant to a budget that has been duly approved by the Trustee Council. Each Trustee agency will submit a projected budget on or about July 1 of each year.

The Command Trustee Council shall form a cost committee to review cost packages submitted for reimbursement of costs or justifications for advanced expenditures. The cost committee shall consist of members from at least two Trustee agencies. One member shall act as the chair of the cost committee. Once the cost committee has completed their review of each cost package the chairperson shall forward the cost package to the Lead Administrative Trustee to maintain.

Each Trustee agency will develop a system to track their administrative costs. For each documented cost there must be a contemporaneous notation that the cost is for Command restoration. If a Trustee agency is uncertain that their tracking system is acceptable, that Trustee agency should contact the chair of the cost committee to discuss the system.

Each Trustee agency seeking reimbursement for administrative costs must submit a cost package to the cost committee. Whether a Trustee agency is justifying advanced expenditures or seeking reimbursement of costs, the cost package should include specific supporting documentation such as time sheets, travel vouchers, invoices, etc. The cost committee will review the cost package within thirty (30) days of receipt. Should the cost committee disallow any cost, it will explain why the cost was disallowed and give the submitting agency an opportunity to provide additional documentation and justification for the cost.

When a Trustee agency submits a budget for advanced funding for administrative expenses related to Command restoration activities, it will provide a projected budget for a set period of time not to exceed

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one year for Trustee Council approval. The projected budget will consist of estimates of specific activities (i.e., attend 3 Trustee Council meetings). At the end of the budget time period approved by the Trustee Council, July 1 of each year, the Trustee agency will provide a cost package containing documentation to support the expenditure of the costs. If the funds are not completely exhausted by the end of the time period, the funds may be carried over to cover administrative restoration costs for the next time period. There will be no limit on the number of requests that can be made for advanced funding related to administrative restoration costs during the time period required to complete restoration.

These guidelines shall not apply to costs incurred before July 1, 2003.